

1-20-21 Meeting Minutes

WIOA Leadership Team

9:00 - 11:00am Zoom Meeting



Delaware JobLink
<https://joblink.delaware.gov>

A proud partner of the
americanjobcenter
network

Attending: Keith Hunt, WIOA Chief Diversity & Exclusion Officer; Tiffany Townsend-Warrick, DSS; Valencia Sudler-Wynn DSS; William Potter, DWDB; Robin McKinney-Newman, DWDB; Darrell Miller, DOE/Adult & Prison Ed; Alta Porterfield, DE Libraries; Jamie Towns, DHSS/DVI; Maureen Whelan DOE Adult and Prison Education Resources; Barry Butler, DET; Brenda Rodriguez, DVR; Karlton Roberts, DET (Re-entry); Rachel Turney, DET; Richard Fernandes, DET; Sarah Meyer, Telamon; Pat Scruggs, TIP Strategies; and Hope Ellsworth (recording).

Documents Reviewed During the January Meeting:

1. **The One-Stop Team link has changed to:** <https://labor.delaware.gov/divisions/employment-training/team-info/>
2. Non-Discrimination Plan Task List (included below in minutes)
3. Frontline Team's PPT: *Updated* Draft of WIOA Staff Orientation
4. TIP Strategies PPT: This is being added to the Team Link under Leaders' section, "TIPS Strategies Strategic Operating Framework".

1-20-21 Meeting Discussion: This meeting was held via Zoom.

Welcome & Introductions

1. Leadership team changes:
 - a. Karryl Hubbard has been confirmed as the new Labor Secretary.
 - b. Richard Fernandes is acting DET Director.

Partner Resource Sharing

1. NextGen Delaware Joblink: Richard Fernandes (DET) provided a quick update. The next generation of Delaware Joblink is set to roll out on 2/19. It is anticipated that training will be set up for Partner Program staff.
2. DOL URL is Changing: delawareworks.com is changing to: labor.delaware.gov. As a part of this effort, the Partner links under DJL are being updated. Not all of the links have been corrected yet, but tech is working on this.
3. ***If Program webpages include a link to the One-Stop Team link, the URL needs to be changed!*** Hope reminded the team that the Team link URL should be included on Partner websites so that everyone has easy access to updated One-Stop County Partner Resources lists to help clients navigate to other supports they might benefit from.
4. More GED Testing Sites: Maureen announced that more GED Testing sites are re-opening. She advised to check back periodically since more continue to open. The link is - <https://www.doe.k12.de.us/Page/2966>.
5. Libraries Update: Alta shared that libraries offer e-printing. You can electronically send documents for printing & will print 10 B&W copies for free/day. If a library isn't open, they can be picked up curbside.

WIOA Non-Discrimination Policy

1. Keith Hunt reviewed the task list (see below). He is working on a final draft and noted that the largest effort involves the implementation aspect. The policy is asking Partners to adopt the WIOA Compliant Process that is outlined in the policy. Staff Training will be available once the policy is approved.
2. Keith will send the final plan to Hope to distribute to the Leaders. It has to go through a review process first.
3. Maureen Whelan asked if it is okay for a Program to have its own plan. Keith said that is okay but he will need a copy of the plan.
4. Keith plans to provide an update at the March Leaders' meeting.

WIOA 2021 NON-DISCRIMINATION PLAN – TASK LIST

Action Step	Timeframe	Responsibility	Comments
2021 NDP DUE TO CIVIL RIGHTS OFFICE	JAN 11, 2021	Keith asked civil Rights Office via email and voicemail for extension to Jan 29 due to DE change of cabinet leadership	No reply yet. Twice followed up with voicemail and email.
REQUEST TO CERRON CADE and KARRYL HUBBARD TO EXCHANGE DESIGNEE APPOINTMENT	JAN 19 TH	Memo from Keith Hunt to both to make designee exchange by no later than Jan 25 th	
DRAFT DELAWARE NDP	JAN 21 ST - JAN 25 th	Keith get feedback/input from Bill Potter/ Wanda Holifield	Keith send draft to Karryl Hubbard for review and signature
SEND DE NDP TO KARRYL HUBBARD FOR SIGNATURE	JAN 25 TH – 27 TH		
KEITH SEND SIGNED NDP TO CIVIL RIGHTS OFFICE VIA POSTAL MAIL AND EMAIL	JAN 27 TH – 29 TH ARRIVAL		

WIOA Partner Referrals: Getting us Back on Track

1. In February 2020, the plan was to upgrade our WIOA Partner Referral process by moving to the VOCAL platform to ask for a referral to me made and/or to report that a referral has been made. When COVID-19 hit, the focus has to shift to VOCAL chat as a key avenue to answer client questions. Therefore, the referral process had to be put on hold.
2. Hope reported that she and Romie Lutz (DET, VOCAL & Referral Liaison) are now meeting weekly and expect to have an updated process and referral policy drafted to present to Leaders' at the February meeting. Richard sat in on the first meeting and Romie is keeping him updated.
3. Hope is also starting this discussion at the local One-Stop Team meetings. All teams will provide feedback. Romie and Hope will then update the process. The goal is to begin using the new process in March or April. Initially, the focus will be on ensure that referrals are happening. Then work will start to capture referral numbers that can be reported to the Feds.

WIOA Leadership Implementation Planning

1. Frontline Services – Maureen presented the updated WIOA Staff Orientation PPT. She made changes based on input from our January meeting. Hope noted that she is also sharing the PPT draft with the local One-Stop teams. They will be sharing their input via the survey link on the 2nd to last page of the PPT.
2. Business Engagement – Darrell Miller provided an update. Last month, he shared a survey that identified some employer challenges, including better wraparound services for those in the apprenticeship program to continue to help with needed services while they remain in the apprenticeship program. Business Engagement is a major DWDB initiative via TIPS Strategies efforts. Darrell and the team are working closely with them to determine: How can we best share information with employers? What should employer engagement look like?
3. Case Management – Barry and Hope provided an update explaining that their plan is to present a process (via DJL) that will allow programs to ID other programs also providing case management support to someone.
4. Process Re-design – Efforts currently involved the Partner referral process. See prior section.
5. Adult Career Pathways – These meetings were put on hold while training providers developed and implemented the Forward Delaware training initiative.

TIP Strategies Technical Assistance & Update

1. Pat Scruggs (TIP Strategies) provided an overview and update regarding Delaware's current strategic operating framework efforts.
2. Pat, et al, have spent a lot of time reviewing key information for Delaware, investigating best practices and holding focus groups with Delaware stakeholders. They also reviewed Board feedback via 3 meetings in the fall.
3. One key fact covered is that women are the main group dropping out of the workforce during COVID-19. Pat added that, nationally, the lack of child care is the biggest thing keeping women from getting training with the CARES Act Funding.
4. Leaders' discussed the importance of coordinating our efforts with this initiative. Several leaders are already actively involved in this process.
5. It was agreed that this will be a standing agenda item for now.
6. The presentation included key information listed below, although not all sections were covered in detail:
 - DWDB Vision & Customers
 - Desired Results
 - Guiding Principles
 - Goals (See next page.)
 - Snapshot of Goals, Objectives & Priorities
 - DWDB Core Functions
 - Outcome Measures
 - Decision-Making Framework
 - [NOTE: The presentation, including more detailed information, is being added to the One-Stop Team link. This is valuable information to become familiar with.]

DWDB 5-YEAR GOALS



GOAL 1

Move Delaware residents toward economic self-sufficiency.

- 1.1 Help residents facing barriers, especially those in Promise Communities (as defined in the DWDB Workforce Innovation and Opportunity Act plan), to access education and employment opportunities that lead to self-sufficiency.
- 1.2 Support people in building skills for jobs with promising futures.
- 1.3 Effectively connect Delaware job seekers to employers.
- 1.4 Engage and reconnect youth in education and work experiences aligned with career pathways.

WHAT ARE PROMISE COMMUNITIES?

Promise Communities are defined as those underserved communities in which:

- ▶ 28.9% of the children live in poverty;
- ▶ 44.9% of residents are considered low-income;
- ▶ 37.3% of the children are proficient in reading by 3rd grade;
- ▶ 18.2% of the population 25 and over have a HS diploma;
- ▶ 10% unemployed; and
- ▶ 66.5% receive some form of public assistance.

Source: [DWDB WIOA plan](#).



GOAL 2

Support the workforce needs and competitiveness of industries that fuel Delaware's economy.

- 2.1 Directly connect workforce investment to critical Delaware industries, enhancing the state's competitiveness.
- 2.2 Facilitate convening of sector groups to build career awareness, enhance shared training capacity, and provide a collective response to changing demand.



GOAL 3

Build a responsive and agile workforce system, statewide and locally.

- 3.1 Enhance the responsiveness and agility of the system to continually improve and respond to changing economic needs.
- 3.2 Implement a detailed system of outcome measures, allowing the board to assess the success of its investments and shift strategies accordingly.

1-12-21 DE Workforce Development Board Meeting Highlights

1. TIP Strategies Strategic Operating Framework Technical Assistance (See section directly above.)
2. Unemployment & Labor Market Update
 - Labor Market Info:
 - ✓ Nov 2020 Unemployment - 5.1%; Nov 2019 Unemployment - 4%;
 - ✓ Highest Unemployment ever in DE was in May 2020 (15.9%);
 - ✓ Decrease in UI rate for 6 consecutive months
 - ✓ # DE jobs: 11/19 – 472,400; 11/20 – 429,300; Lowest # DE jobs was 4/20 – 387,900

- Div. of Unemployment Insurance:
 - ✓ Extended benefits will continue through 3/14/21
- 3. Links from Dept of Ed (Career & Tech Ed):
 - School Reopening Plan: <https://www.doe.k12.de.us/covid19>;
 - My Community Health (gives COVID update regarding schools): <https://myhealthycommunity.dhss.delaware.gov/locations/state>
- 4. Forward Delaware Training Update and Targets
 - Rachel provided an update. As of 1/19/21, there were 783 enrolled in one of the training programs. 52% are Female; 53% are Black and 8% are Hispanic. She added that they did receive a time extension (beyond 3-2021) to allow more time for people to enroll and complete the training. No additional money was received. The goal is for around 3,000 to complete training via these funds.
- 5. RFPs – Rachel reported that Out-of-School Youth RFP will be coming out soon and that the In-School Youth and Adult Blue Collar contracts have been extended one year.
- 6. At the DWDB meeting, it was reported that funding guidelines for training have been extended for 3 months in order to wait for the TIP recommendations.

2020-2022 WIOA Partner MOU/IFA

1. Maher & Maher has been approved by US DOL to help Delaware develop the Infrastructure Funding Agreement so that we are in compliance with the law. Robin McKinney-Newman, Wanda Holifield and Hope will be meeting, weekly, to work on this IFA update. Hope noted that, according to consultants from Maher & Maher, all states seem to be struggling with the IFA.

2021 One-Stop System Convening

1. Hope reported that this year's Convening will be virtual and will be in May. By February meeting, we should have a date identified. She shared information about current workshops in development and asked for feedback on other topics.
2. She added that the One-Stop Teams have been providing critical input and feedback over the last 3-4 months. This year, each workshop has a small planning group to allow for greater input to presenters.

Interconnectedness of WIOA Leadership Goals:

1. Hope reported that there are several aspects of our strategic planning efforts that are interconnected. She has developed a document to list some discussions to ensure we are consistent in approaches.
2. This discussion has been tabled until the February or March meeting because our agendas have been so full lately.

Local One-Stop Meetings Update

1. Hope quickly reported that the One-Stop teams continue to assist with 2021 Convening Planning. Also, the county One-Stop Team contact lists are being updated (last 1 was 7-20). Finally, the teams have asked for presentations about the Apprenticeship Program and Blue Collar Training Funds. Hope has confirmed both presentations for all 3 county teams in February.

Next Meeting: Wednesday, February 17th, 9-11am via Zoom.